

SALEM BOARD OF FINANCE
REGULAR MEETING MINUTES
OCTOBER 11, 2012

PRESENT

TJ Butcher
John Dolan (Alt)
Carole Eckart
Janet Griggs
George Householder
Greg Preston

ABSENT

David Kennedy(Alt)
Peter Lee (Alt)
Bill Weinschenker

G. Householder called the meeting to order at 7:33 p.m.

Recognition of Visitors: None

Seat Alternate:

M/S/C (Butcher/Preston) to seat J. Dolan in place of B. Weinschenker.

Vote: Approved Unanimously

Communications:

- G. Householder informed the BOF that he received a copy of the "TOWN'S PLAN OF CONSERVATION AND DEVELOPMENT" document. The BOF only received one copy. We can take turns reading it.
- A letter was received informing the BOF on the upcoming negotiations between the school and the teachers.

Additions to the Agenda: None

Agenda:

A. O'Connor Davies Presentation (Booklet included with minutes)

M. Marien presented the finds of the 2011/2012 audit. The overview of the presentation was that the finances of the Town of Salem are in great shape. The Unassigned balance is in the range of 8 to 9% and the town's debt is low.

Some of the recommendations made were to change the duties of the Treasurer/Finance Specialist plus adding another person and to adjust the salary line items for the Treasurer/Bookkeeper. (See details attached) Another suggestion was to have an additional cash register. (see the Audit report for more details).

1. Approval of Minutes:

M/S/C (Eckart/Griggs) to approve the August 9, 2012 Regular Board of Finance minutes as presented.

Vote: Approved Unanimously

2. Treasurer's Report

M. Ferren informed the BOF that the Treasurer's report they have in their packets is the same as the one emailed to them last month. The Tax Collector did not supply the deposit information to the Treasurer for the month of September, hence no updated report.

According to the State Statute, this report should be received by the 8th of each month.

A question was raised on the outcome of the sale of Salem Country Gardens and when the Town can expect payment of outstanding taxes. First Selectman Lyden informed the BOF that there were three bids on the property. The town is expected to receive \$200,000 for back taxes/interest and expenses occurred.

3. Public Comments: None

4. Selectman's Report

First Selectman Lyden discussed the following issues:

- The sidewalk is finished and a request for the final payment was made to the DOT. We should expect this check in the next two months.
- The seasonal Farmer's Market has ended. The selectman thanked everyone for making this event successful. Next year the Farmer's Market will be open between 4 p.m. and 7 p.m. K. Lyden invited the BOF to make suggestions on how to improve next year's market.

- The Town's Office Building's tar sidewalk has been upgraded. The Library's sidewalk is going to be expanded and a crosswalk will be installed between the Town and Library. Repair of the Town's parking lot will begin in the next two weeks which will include installation of new and much needed drainage.
- K. Lyden had lunch with the new superintendent of schools, J. Onofrio II. Mr. Onofrio was the superintendent of schools in Old Saybrook for the last eight years, and also worked as a Special Education Consultant. They discussed how the school and town can benefit from sharing supplies and services. Mr. Onofrio was receptive to these arrangements.

5. Gardner Lake Pumper Truck

Jim Savalle informed the BOF that he attended the BOS meeting last week to discuss the purchase of a new tanker. The request for this purchase has been presented to the Boards for the last five years. Jim has narrowed his selection to a "Midship" from Freightliner. The price is approximately \$398,000. He will gather all the info needed, including financing, to be presented at the November BOS and BOF meetings.

6. Closing the "Trail" and "Library" funds per auditor request

The funds for the Trail are now recorded in the "Grant Fund Account" and the Library's Account was closed last year. There has been no activity in either account in the 2011/2012 fiscal year, so the Auditor requested that the BOF officially close these accounts by making a motion.

M/S/C (Butcher/Griggs) to close the Trail and Library Funds so that the auditors can officially remove these line items from the Financial Statement.

Vote: Approved Unanimously

7. Old Business - Budget Format (handout included with minutes)

Carole Eckart researched the budget format questions requested by P. Sielmen. He requested that the town and school budget follow the same

format with the town's budget mirroring the school's budget. The following is the outcome of this investigation:

- Both budgets show budget's by line item. The Town's budget provides accounting numbers; the school's budget does not. Six out of seven columns contain the same data but the column names are different.
- One of the Town's columns shows the to-date-expense and the school's column gives an adjusted year projection. C. Eckart believes these two columns should be left as is.
- The final place where the budgets differ is the comment or explanation section. This is where the Town's budget could be improved.
- No recommendation was made at the meeting.

8. Capital Expenses

- During the audit presentation, M Marien suggested that the BOF make a motion to return Capital Funds that were not spent. K. Lyden handed out a report listing the funds to be returned. (Report included with the minutes.)

M/S/C (Preston/Butcher) to return to the general fund unspent Capital funds in the 2011/2012 budget in the amount of \$46,359.99.

Vote: Approved Unanimously

Adjournment

M/S/C (Dolan/Preston) motion to adjourn at 9:38 p.m.

Vote: Approved Unanimously

Virginia Casey

Recording Secretary